

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

CERTIFICATION AND ACCREDITATION
(OFFICE OF NONCOLLEGIATE EDUCATION)

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>NONPUBLIC SCHOOLS EVALUATION AND APPROVAL RECORDS</p> <p>Records included in this item relate to evaluation and approval of nonpublic nursery schools, kindergartens, elementary schools, secondary schools, tutoring schools, educational institutions for the handicapped, and avocational schools in accordance with the provisions of Article 77, Sections 11 and 12, Annotated Code of Maryland except those relating to individual personnel.</p> <p>The following are records included:</p> <ul style="list-style-type: none">a. Part I - Application for a Certificate of Approval to Operate a Nonpublic School in Marylandb. Part II - Application for a Certificate of Approval to Operate a Nonpublic School in Marylandc. Form A: Purpose, Philosophy, and Objectivesd. Form B: Instructional Program (Nursery Schools and/or Kindergarten)e. Form B: Instructional Program (Elementary Schools)f. Form B: Instructional Program (Secondary Schools)g. Form B: Instructional Program (Special Schools for the Handicapped)h. Form C: Administrationi. Form D: Personnelj. Form E: Instructional Materials and Equipment	RETAIN SEVEN (7) YEARS AFTER SCHOOL HAS CEASED OPERATING, THEN TRANSFER TO HALL OF RECORDS FOR PERMANENT RETENTION.

Schedule approved by Department, Agency or Division Representative

Assistant State Superintendent in
Certification and Accreditation

1-18-77

Howard C. Allison

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-4-77

Date

Edward C. Gopen

Archivist

Date

Secretary

Item No.	Description	Retention
	<p>(Continued)</p> <ul style="list-style-type: none">k. Form F: Facilitiesl. Form G: Fiscal Datam. Form H: Public Relationsn. Amendment to Application for a Certificate of Approval to Operate a Nonpublic School in Maryland (related forms)o. Application for Approval as a Nonpublic Avocational School. (Self Study and Forms A, B, C, and D.)p. Private School Bondq. Questionnaire for Out-of-State schools submitting applications for permits to solicit students in Maryland	
2	<p>NONPUBLIC SCHOOL RE-EVALUATION RECORDS</p> <p>Records relating to the re-evaluation of nonpublic nursery schools, kindergartens, elementary schools, secondary schools, tutoring schools, educational institutions for the handicapped and avocational schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none">a. Annual Report From Nonpublic Schools in Maryland (related forms)b. Report of Visits to Nonpublic Schools in Marylandc. Annual Report Presented by Nonpublic Specialized School	<p>RETAIN SEVEN (7) YEARS, THEN TRANSFER TO THE HALL OF RECORDS FOR PERMANENT RETENTION</p>

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Item No.	Description	Retention
3	<p>(Continued)</p> <p>INDIVIDUAL STUDENT RECORDS - NONPUBLIC SECONDARY SCHOOLS WHICH HAVE CEASED OPERATING</p> <p>In accordance with the provisions of Article 77, Section 13, Annotated Code of Maryland, records pertaining to the academic achievement of all former students who attended nonpublic secondary schools which have ceased operating are included in this category.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Records of Individual Students Attending Nonpublic Secondary Schools Which Have Ceased Operating 	RETAIN PERMANENTLY
4	<p>RECORDS OF SCHOOLS OPERATED BY BONA FIDE CHURCH ORGANIZATIONS</p> <p>This category includes records relating to schools which are exempt from the provisions of Article 77, Section 11, Annotated Code of Maryland because they are operated by bona fide church organizations.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Exemption Form to be Completed by Bona Fide Church Organizations Operating Schools in Maryland 	RETAIN SEVEN (7) YEARS AFTER THE SCHOOL HAS CEASED OPERATING, THEN DESTROY
5	<p>NONPUBLIC SCHOOL PERSONNEL RECORDS</p> <p>Records included in this item relate to individual personnel in nonpublic nursery schools, kindergartens, elementary schools, secondary schools, tutoring schools, educational institutions for the handicapped, and avocational schools.</p> <ul style="list-style-type: none"> a. Personnel Record Blank b. Personnel Record Blank for Nonpublic Avocational Schools 	RETAIN UNTIL AGE 73 OF APPLICANT OR 3 YEARS FOLLOWING DEATH OF APPLICANT, IF KNOWN, THEN DESTROY.

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Item No.	Description	Retention
6	<p>(Continued)</p> <p>SOLICITOR PERMIT RECORDS - NONPUBLIC SCHOOLS</p> <p>Records included in this item relate to the issuance of solicitor permits in accordance with the provisions of Sections 146 to 150, Article 77, Annotated Code of Maryland.</p> <ul style="list-style-type: none">a. Application for Permitb. School Solicitor Permitc. Surety Bond	RETAIN SEVEN (7) YEARS AFTER EXPIRATION DATE, THEN DESTROY
7	<p>NONPUBLIC SCHOOLS - HISTORICAL RECORDS</p> <p>Records included in this item are those of historical value relating to nonpublic nursery schools, kindergartens, elementary schools, secondary schools, tutoring schools, educational institutions for the handicapped, and avocational schools.</p> <ul style="list-style-type: none">a. Annual Listing of Nonpublic Schools approved by the State Superintendent of Schoolsb. Registry of Certificates of Approval	RETAIN PERMANENTLY